CITY OF HAYWARD

LABORATORY SUPERVISOR

DEFINITION

To plan, organize, coordinate, and supervise the work of the wastewater laboratory; conduct and interpret laboratory analysis of waste water, industrial wastewater, potable water and recovery water; supervise and train laboratory employees and plant staff in the collection of samples and the performance of laboratory tests and maintain the laboratory accreditation.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Water Pollution Control Facility Manager. This position provides administrative, technical and direct supervision of laboratory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Interpret, analyze, and evaluate results of analytical samples related to treatment, quality control of domestic and industrial wastewater, effluent and receiving waters as related to the collection treatment and disposal of various types of wastes.

2. Supervise the laboratory in the collection of samples and in the performance of laboratory analysis.

3. Oversee and maintain the Quality Assurance and Quality Control Program, Laboratory Procedures Manual and the Chemical Hygiene Plan.

4. Ensure maintenance and repair laboratory equipment.

5. Prepare technical reports and correspondence regarding analytical data.

6. Perform a variety of personnel actions including selection recommendations, performance evaluations and disciplinary action.

7. Provides technical oversight on sampling programs and analytical techniques; instructs laboratory staff in performing analyses; trains laboratory and other staff in sample collection.

8. Coordinate all laboratory services with plant operations, pretreatment program and water distribution system.

9. Establish supply and equipment budget needs for the laboratory, prepare justification and support documentation. Compiles annual budget requests for laboratory.

10. Oversee and ensure the laboratory accreditation and quality assurance control programs meet EPA, state and local regulatory requirements.

QUALIFICATIONS

Knowledge, Abilities and Skills:

A. Knowledge of the Standard Methods for the examination of water and wastewater.

B. Knowledge of wastewater treatment principles and the chemical and bacteriological characteristics of wastewater and industrial waste.

C. Knowledge of general chemical quantitative and qualitative analysis.

D. Knowledge of modern laboratory equipment and its uses.

E. Knowledge of information sources related to wastewater and industrial waste analysis.

F. Knowledge of sampling techniques and statistical analysis including the theory of probability.

G. Knowledge of Federal and State laws pertaining to laboratory operations.

H. Ability to analyze and interpret the results of laboratory tests of wastewater and industrial waste.

I. Ability to keep accurate records and make reports of work performed.

J. Ability to make sound decisions regarding the proper operation of the laboratory.

K. Ability to effectively train, supervise and coordinate the work of other lab personnel.

L. Ability to use word processing and spreadsheet software to maintain lab records.

M. Ability to discriminate visually among colors, tones, shades and hues.

N. Skill in performing careful and accurate laboratory analyses as well as evaluating and interpreting analytical results and making sound judgments.

O. Skill in organizing and managing projects, keeping accurate records and preparing clear, accurate and concise reports.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
At least 3 years of experience in the analysis of water, wastewater, solid waste, hazardous waste or other environmental samples.

Education:
Baccalaureate degree from an accredited college or university with a major in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering or a similar science. Education must have included courses in quantitative and qualitative analysis. A Master's degree may be substituted for one year of required experience.

License & Certification:
Possession of a Class C California Drivers License.

PROBATIONARY PERIOD: One Year